



## WELLHEAD PROTECTION GRANT PROGRAM FINANCIAL STATUS REPORT 2008

Completion is a condition of reimbursement Authority: 1976 PA 399, as amended

<u>Program</u> <b>Wellhead Protection Grant</b>		<u>(A) Date Prepared</u>		<u>(E) Payment Request for Completed Deliverable(s):</u> <i>(Listed on Table 2 in the Agreement)</i>	
<u>(B) Local Agency</u>					
<u>(C) Address</u>		<u>City</u>			
<u>State</u>	<u>Zip Code</u>	<u>(D) Federal Identification No.</u>			
<u>Agreement Period</u> <b>July 1, 2008 to June 30, 2009</b>					
	<b>SOURCE OF FUNDS</b>	<b>Expenditures</b>		<b>Agreement</b>	
		<u>(F) Current</u>	<u>(G) Agreement YTD</u>	<u>(H) Budget</u>	<u>(I) Balance</u>
1.	State Agreement				
2.	Local Match				
3.	Previous Expenditures				
4.	TOTAL FUNDING				
<p>(J) <u>CERTIFICATION</u>: I certify that I am authorized to sign on behalf of the local agency and that this is a true and correct statement of expenditures and collections for the report period. Appropriate documentation is available and will be maintained for the required period to support costs and receipts reported.</p>					
NAME:		TITLE:		DATE:	
FOR STATE USE ONLY					
ACCOUNT NUMBER	INDEX	PCA	OBJECT CODE	AMOUNT	

**Return Completed Form to:**

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER BUREAU – LANSING OPERATIONS DIVISION  
DRINKING WATER AND ENVIRONMENTAL HEALTH SECTION  
SOURCE WATER PROTECTION UNIT  
ATTN: RONDA PAGE  
PO BOX 30273  
LANSING MI 48909-7773



# DEQ, WB – Wellhead Protection Grant Program 2008

## Financial Status Report Form Preparation Instructions

### I. INTRODUCTION

The Financial Status Report (FSR) is used to report expenditures for payment on Wellhead Protection Grant Activities. Payment will be based on the completion and approval of the individual deliverable(s) outlined on Table 2: Grant Assistance Tabulation, located in the Agreement. Once the deliverable(s) have been completed, payment may be requested. **To request payment send the completed deliverable, associated invoices, proof of payment, an FSR and payment request checklist to the Michigan Department of Environmental Quality. All grant activities must be completed by June 30, 2009.** A final FSR must be submitted **by July 15, 2009**, to receive payment for expenditures on completed deliverables that have not been reimbursed. Payment will only be released after the submitted deliverable has been reviewed and approved by MDEQ staff.

### II. DISTRIBUTION

**Send one (1) original signed Financial Status Report, Deliverable(s), Invoices, and Proof of Payment to:**

Michigan Department of Environmental Quality  
Water Bureau  
Drinking Water and Environmental Health Section  
Source Water Protection Unit  
Attention: Ronda Page  
P.O. Box 30273  
Lansing, Michigan 48909-7773

### III. FORM PREPARATION

Enter the information as follows:

- A. Date Prepared – Enter the date the FSR was prepared.
- B. Local Agency – Enter the Local Agency.
- C. Address – Enter the complete address of the local agency.
- D. Federal Identification No. – Enter the Local Agency's Federal ID Number.
- E. Payment Request for Completed Deliverable(s) – Enter the deliverables for which payment is being requested.
- F. Expenditures- Current Period Column – Enter the current expenditures (on deliverable(s) for which payment is being requested) for the following items:
  - 1. **State Agreement** – This category is the amount of grant assistance the state will be paying the local agency for activities.
  - 2. **Local Match** – This category is the amount of local funds that will be used to pay for grant activities.
  - 3. **Previous Expenditures** – The amount of previous expenditures that will be used as local match toward payment of activities.
  - 4. **Total Funding** – This is the total of lines 1 through 3.
- G. Expenditures - Agreement YTD Column - This is the total of expenditures, including current expenditures, under the current agreement. Add the Current amounts from this FSR and the Agreement YTD amounts from the previous FSR for each item (lines 1-3) in the Agreement YTD Column. If this is the first request for payment, the Agreement YTD Column will be equal to the Current amounts.
- H. Agreement - Budget Column - Enter the Budget amounts for each item (lines 1-3), which can be found in the budget summary page of the contract.
- I. Agreement - Balance Column – Enter the balance for each item (lines 1-3). These balances are computed by subtracting the Agreement YTD figure from the Agreement Budget figure for each item.
- J. Certification – The FSR must be signed by the person who signed the agreement, or an authorized official of the local unit of government.

The part of the form after Certification is for **State** use only.